

ETDR Formatting Checklist

This Electronic Theses, Dissertations, and Reports (ETDR) Formatting Checklist provides a fast way to make sure that you've properly formatted your master's thesis, report, or doctoral dissertation, for

- submittal to K-REx,
- review by the K-State Graduate School,
- necessary revisions,
- finalized submittal to K-REx, and
- final submittal to ProQuest (doctoral dissertation only).

Some students use the templates before they have formally defended their work, and others after. This checklist may be used at any point in the sequence but is focused mostly on formatting and not any of the other aspects of graduate student research, documentation, defense, and presentation to the research community through their theses, dissertations, and reports. In the figure below, the general sequence may be explored. (Figure 1)

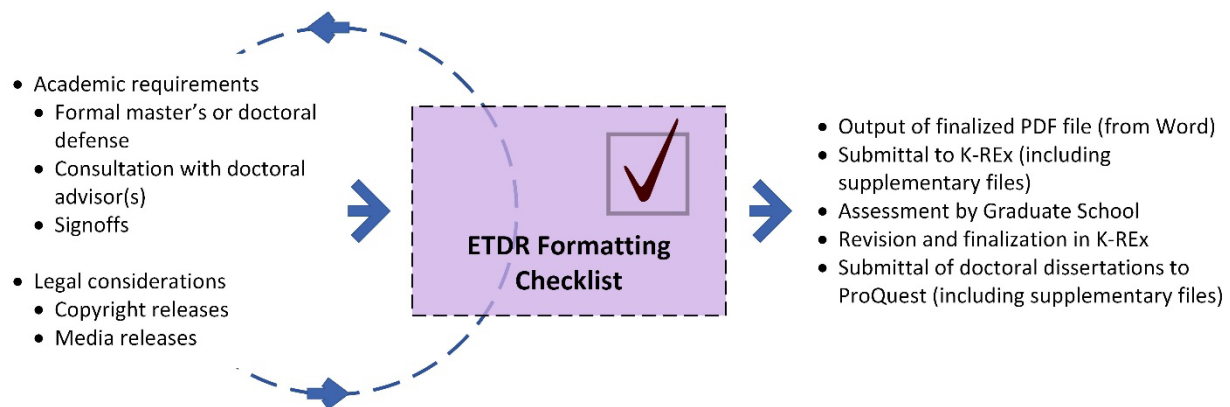


Figure 1. Role of ETDR Formatting Checklist in the General Order of ETDR Sequence

Main Gatekeepers

1. The gatekeepers for the **academics** are the major professor and co-major professors...and the dissertation or master's committee.
2. The gatekeepers for the **formatting** of the dissertation are the Graduate School staff that vet the file.

ETDR Formatting Checklist

This ETDR Formatting Checklist covers the following areas: file navigation, completeness of manuscript, text formatting, digital image quality, pagination, margins, source citation formatting, HTML links, and file naming. This checklist is set up to include additional main areas and subareas as required by the particular discipline, committee, and learner / researcher. (Table 1)

Table 1. ETDR Formatting Checklist

| Main Areas | Related Subareas | Check | |
|---|--|------------------|-----|
| | | MS Word or LaTeX | PDF |
| | | ✓ | ✓ |
| File Navigation (ability to go to manuscript contents with a click from various lists) | | | |
| | Text style for text hierarchy | | |
| | Placement of captions (and anchors) | | |
| | Working Table of Contents (TOC) | | |
| | Working List of Figures | | |
| | Working List of Tables | | |
| | Working List of Abbreviations / Terms / Equations (if used) | | |
| Completeness of Manuscript | | | |
| | All required sections included | | |
| | Optional sections added, as needed | | |
| Text Formatting | | | |
| | Proper text style to enable file navigation (H1, H2, H3; body text, etc.) | | |
| | Proper capitalization | | |
| | Consistent text formatting | | |
| Digital Image Quality | | | |
| | High resolution (and high resolution settings in Word) > 350 dpi | | |
| | Visual sharpness | | |
| | Color as CMYK (cyan, magenta, yellow, and black), not RGB (red, green, and blue) | | |
| | Sufficient color contrast (accessibility) | | |
| | Proper aspect ratio (no accidental stretching or skewing) | | |
| | Accurate in-image-annotations and labeling (and readability) | | |
| | Appropriate captioning (for file navigation) | | |
| Table Layout | | | |
| | Portrait or landscape layout for easier viewability of tables (and / or figures) | | |
| Pagination | | | |
| | Correct pagination (no visible page numbers for front matter, until Table of Contents, at which point small Roman numerals (i, ii, iii, etc.) are used through until Chapter 1, at | | |

| | which point natural whole numbers are used (1, 2, 3, etc.), starting with 1. | | |
|---|---|------------------|-----|
| Main Areas | Related Subareas | Check | |
| | | MS Word or LaTeX | PDF |
| | | ✓ | ✓ |
| Margins | | | |
| | 1" all around edges | | |
| May have 1.5" in the left for physical printing and binding | | | |
| | Consistent margins | | |
| Source Citation Formatting | | | |
| | Proper source citation formatting in-body | | |
| | Proper source citation formatting in bibliography / references | | |
| | * This is especially important for those using online bibliography services because of different functioning of these programs and the complex nuances of variant source citation methods in different disciplines. | | |
| HTML Links | | | |
| | Live HTML links (so actually pointing to a destination on the Internet and Web) | | |
| | Activated HTML links (linked in a clickable way from Word, LaTeX, and PDF formats) | | |
| File Naming | Format must be FirstnameLastNameGraduationYearYYYY.pdf in the exported file (from MS Word or LaTeX formats) | | |
| Other | | | |
| | | | |
| | | | |

Checking word-processor and .pdf formats. Note that the Microsoft Word or LaTeX file has to be checked once, and then the exported transcoded .pdf also has to be checked to make sure that the various file aspects transferred correctly. This refers to the two rightmost columns in the table.

Multi-language considerations. If you are using multiple languages, please check how each is represented. Feel free to build on the table for other "checks".

Preparation for submission to K-REx repository. Once the .pdf is approved, work on a listing of "key words" that represent your work, so you can advance to the next step of inputting your thesis, dissertation, or report in K-REx. (If you have supplementary files, those should be put into good order, too.)

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